Descriptions of the ELI Reports

Age Group by Race by Gender
This report provides a three-way table showing the distribution of race/ethnicity, gender and age group for client contacts.

An example of the report is presented below. Rows represent the race/ethnicity and gender of clients and the columns represent age groups. At the end of each row there is a total for each gender. You can find the age group **subtotals** within each race/ethnicity category, and the **total number** of client contacts for that race/ethnicity category. The **grand total 908** for all client contacts provided is located at the bottom right corner of the report. *At the bottom of each table, ELI calculates the number of different clients represented in the table using the matching criteria for cases where these elements are supplied.

The number in each cell represents the number of client contacts fall within a particular level of each category. For example, the bold number **10** in the table below indicates that **10** client contacts were African American, female and in the 40-49 age group. The bold number **266** indicates that **266** client contacts were African American males and the bold number **364** is the total number of African American client contacts.

This table can help to insure that interventions are successful in targeting desired groups. The number of distinct clients can be compared to the number of contacts to get an estimate of the number of clients who were seen more than once.

Age Group by Race by Gender

Agency 99 – Fictitious Department of Public Health
Intervention - Street Outreach
1/1/2002 - 12/31/2002

RACE	GENDER	AGE GROUP								TOTAL
		0-11	12-19	20-29	30-39	40-49	50-59	60+	Unk.	
African American (not Hispanic)	Male	2	2	20	21	37	12	0	172	**266**
	Female	0	0	3	8	**10**	5	0	64	90
	Transgender	0	0	0	0	0	0	0	6	6
	Unknown	0	0	0	0	0	0	0	2	2
	SUBTOTAL	2	2	23	29	47	17	0	244	**364**
American Indian /Alaskan	Male	0	0	0	1	1	0	0	7	9
	Female	0	0	1	0	1	1	0	0	3
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	1	1	2	1	0	7	12

Asian /Pacific Islander	Male	0	0	1	0	0	2	2	20	25
	Female	0	0	0	0	0	0	0	8	8
	Transgender	0	0	0	0	1	0	0	2	3
	Unknown	0	0	0	0	0	0	0	1	1
	SUBTOTAL	0	0	1	0	1	2	2	31	37
Hispanic /Latino	Male	0	1	6	15	7	3	4	103	139
	Female	0	0	2	2	1	0	0	24	29
	Transgender	0	1	5	4	1	0	0	5	16
	Unknown	0	0	0	0	0	0	0	1	1
	SUBTOTAL	0	2	13	21	9	3	4	133	185
White	Male	0	1	11	36	26	9	3	124	210
	Female	0	4	6	6	8	1	0	36	61
	Transgender	0	0	0	0	0	0	0	2	2
	Unknown	0	0	0	0	0	0	0	1	1
	SUBTOTAL	0	5	17	42	34	10	3	163	274
Other	Male	0	0	1	3	1	1	0	1	7
	Female	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	1	0	0	0	0	0	0	1
	SUBTOTAL	0	1	1	3	1	1	0	1	8
Unknown	Male	0	0	0	1	1	0	0	11	13
	Female	0	0	0	0	0	1	0	7	8
	Transgender	0	0	0	0	0	0	0	1	1
	Unknown	0	0	0	0	0	0	0	6	6
	SUBTOTAL	0	0	0	1	1	1	0	25	28
TOTAL		2	10	56	97	95	35	9	604	**908**

*Processed 908 Contact records with 908 distinct Clients.

Agency Tree* (*This report is available only to users with administrator privilege.)

This report lists the hierarchy of agencies utilizing ELI and includes the agency number and name, the Local Health Departments (LHD), and the agency/LHD it reports to. The LHD is displayed in red if it does not conform to the standard numbering scheme (*i.e.*, the first digits of the agency numbers should match the LHD).

Budget Report

This report provides the budget information for a selected agency and its subcontracting agencies. For each agency, the report displays the types of interventions, the number of full time equivalents (FTE) assigned to the interventions, the total budget assigned to the intervention(s), the percent of the agency's total budget, and the primary risk populations targeted.

An example of the report is presented below. Rows represent types of interventions and the columns represent the FTE, budget, percent of budget and primary risk populations targeted. The bold number **3.2** in the table below indicates that **3.2** FTEs were assigned to all **Outreach / NIGHT Outreach**, **$50,000** is the budget for the intervention(s) and **Outreach / NIGHT Outreach** interventions amount to **38.46%** of the agency's total budget. The **Percent of budget** is calculated by taking the budget allocated in the intervention set-up and divided by the agency's total budget (specified in the agency page) and multiplying by 100%. For example, **38.46%** is calculated by **$50,000/$130,000 x 100%.**

This report provides a broad view of the budgets allocated for each intervention type within an agency as well as the amount of money allocated for targeting specific risk populations. This information will be useful for describing how prevention budgets are being spent to funders and policy makers.

Agency 99 – Fictitious Department of Public Health
Agency 990001 – Healthy Center

Type of Intervention	FTE	Budget	Pct of Budget	Primary Risk Population(s)
Outreach / NIGHT Outreach	**3.2**	**$50,000**	**38.46%**	**Persons of color Youth, adolescents, and queer youth**
Individual-Level Interventions / Prevention Case Management	2.2	$40,000	30.77%	Persons of color
Group-Level Interventions	2.2	$40,000	30.77%	Persons of color
Health Communication / Public Information	0.0	$0	0.00%	

Client List
This report provides a list of clients for each intervention within a selected agency and all of its subcontracting agencies showing the client ID, DOB, gender, initial and zip code.

An example of the report is presented below. Rows represent the client ID which may have been assigned by either ELI or the agency and the columns represent the DOB, gender, the first letter of the client's last name and zip code where the client resides.

Intervention 990003 – HRI Intervention

Client ID	DOB	Gender	Initial	Zip
1	6/26/1972		W	94603

2	12/14/1957	Male	G	94609
3	1/10/1952	Male		94612
4	12/27/1961	Male	R	94612
5	10/29/1956	Male	K	94612

This report provides essential information that is used for creating the matching criteria for unduplicating clients who were seen more than once. It can help to show whether any of this information tends to be missing either because the provider is not comfortable asking or because the client is unwilling to provide the information.

Consolidated Check Sheet Report

This is a three-part report. The first part of the report is a three-way table showing the distribution of race/ethnicity, age group and gender for client contacts. An example of the table is presented below. Rows represent the race/ethnicity and the columns represent age group and gender. The number in each cell represents the number of client contacts that fall within a particular level of each category. For example, the bold number **74** in the table below indicates that **74** client contacts were White, male and in the 30 or more age group.

This table can help to better understand how the client contacts are distributed and insure that interventions are successful in targeting desired groups.

Consolidated Check Sheet Report

Agency 99 – Fictitious Department of Public Health
Intervention 990004 – Street Outreach
1/1/2002 - 12/31/2002

Intervention 990004 – Street Outreach (0 Check Sheets, 908 Client Contacts)

AGE	19 years or less				20-29				30 or more				Unknown			
RACE \ GENDER	M	F	TG	UN	M	F	TG	UN	M	F	TG	UN	M	F	TG	UN
African American	4	--	--	--	20	3	--	--	70	23	--	--	172	64	6	2
American Indian / Alaskan	--	--	--	--	--	1	--	--	2	2	--	--	7	--	--	--
Asian / Pacific Islander	--	--	--	--	1	--	--	--	4	--	1	--	20	8	2	1
Hispanic / Latino	1	--	1	--	6	2	5	--	29	3	5	--	103	24	5	1
White (not Hispanic)	1	4	--	--	11	6	--	--	**74**	15	--	--	124	36	2	1
Other / Unknown	--	--	--	1	1	--	--	--	7	1	--	--	12	7	1	6

The second part of the report provides a table showing the distribution of client contacts by IDU status and the behavioral risk group comprised of the client's gender and the gender of the client's sex partner(s). An example of the table is presented below. Rows represent the risk groups and the columns represent the IDU status. The number in each cell represents the number of client contacts that fall within a particular level of each

4

category. For example, the bold number **99** in the table below indicates that **99** of the IDU client contacts were men who have sex with females (MSF).

This table can help to identify the proportion of IDUs per risk group.

GENDER \ IDU	No	Yes
MSM, MSM/F	103	60
MSF	407	**99**
Females	136	63
Transgenders	25	3

The third part of the report provides a table showing the type and number of materials distributed. Rows represent the type of materials/products and the columns represent the number of client contacts receiving the items.

This table provides an estimate of the number of clients receiving materials during brief outreach contacts. While this is not an inventory of the number of items provided, it does show which materials are given out most often.

MATERIALS	#
Phone Cards	4
Vouchers	1
Cash	1
Condoms	691
Latex dams	3
Lubes	291
Literature	61
Hygiene Kits	140
Bleach & Water	15
Needle Exchanges	1
Other	88
None	51

Drugs by Race by Age Group
This report provides a three-way table showing the distribution of the type of drugs used by race/ethnicity and age group for client contacts.

An example of the report is presented below. Rows represent the race/ethnicity and age group and the columns represent the type of drugs used in the past 12 months. At the end of each row there is a total for each age group. You can find the **subtotals** of the type of the drug used within each race/ethnicity category and the **total** number of client contacts for that race/ethnicity category. The grand total e.g., **132** for all client contacts is located at the bottom right corner of the report.

The number in each cell represents the number of client contacts that fall within a particular level of each category. For example, the bold number **5** in the table below indicates that **5** client contacts were African American, in the 30-39 age group and users of **crack**. The bold number **58** indicates that a total of **58** client contacts were African American of all ages who reported drug use.

This table can help to design a culturally competent, effective HIV prevention program tailored to a specific drug user population, and to compare types of drugs used between categories of race/ethnicity and age group.

Drugs by Race by Age Group

Agency 99 – Fictitious Department of Public Health
All Outreach Interventions (Long Form)
1/1/2002 - 12/31/2002

RACE	AGE GROUP	DRUGS USED (in past 12 months)									
		Crack	Amphetamine	Cocaine	Nitrate/ Nitrites	Ecstasy	Heroin	GHB	Ketamine	Viagra	TOTAL
African American (not Hispanic)	0-11	0	0	0	0	0	0	0	0	0	0
	12-19	0	0	0	0	0	0	0	0	0	0
	20-29	1	2	1	0	0	1	0	0	0	5
	30-39	**5**	3	2	0	0	1	0	1	0	12
	40-49	3	1	0	0	0	1	0	0	0	5
	50-59	1	0	0	0	0	0	0	0	0	1
	60+	0	0	0	0	0	0	0	0	0	0
	Unk.	9	6	2	2	3	6	3	4	0	35
	SUBTOTAL	19	12	5	2	3	9	3	5	0	**58**
American Indian /Alaskan	0-11	0	0	0	0	0	0	0	0	0	0
	12-19	0	0	0	0	0	0	0	0	0	0
	20-29	0	0	0	0	0	0	0	0	0	0
	30-39	0	0	0	0	0	0	0	0	0	0
	40-49	0	0	0	0	0	0	0	0	0	0
	50-59	0	0	0	0	0	0	0	0	0	0
	60+	0	0	0	0	0	0	0	0	0	0
	Unk.	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0
Asian /Pacific Islander	0-11	0	0	0	0	0	0	0	0	0	0
	12-19	0	0	0	0	0	0	0	0	0	0
	20-29	0	0	0	0	0	0	0	0	0	0
	30-39	0	0	0	0	0	0	0	0	0	0

	40-49	0	0	0	0	0	0	0	0	0	0
	50-59	0	0	0	0	0	0	0	0	0	0
	60+	0	0	0	0	0	0	0	0	0	0
	Unk.	0	0	0	1	0	0	0	0	0	1
	SUBTOTAL	0	0	0	1	0	0	0	0	0	1
Hispanic /Latino	0-11	0	0	0	0	0	0	0	0	0	0
	12-19	0	0	0	0	0	0	0	0	0	0
	20-29	0	3	2	2	4	0	1	1	3	16
	30-39	1	3	3	1	1	0	1	1	2	13
	40-49	2	1	0	0	0	2	0	0	0	5
	50-59	0	0	0	0	0	0	0	0	0	0
	60+	0	0	0	0	0	0	0	0	0	0
	Unk.	0	2	1	1	1	0	1	0	1	7
	SUBTOTAL	3	9	6	4	6	2	3	2	6	41
White	0-11	0	0	0	0	0	0	0	0	0	0
	12-19	0	0	0	0	0	0	0	0	0	0
	20-29	0	0	0	0	0	0	0	0	0	0
	30-39	0	3	2	1	1	0	1	0	1	9
	40-49	1	1	0	0	0	2	0	0	0	4
	50-59	0	0	0	0	0	0	0	0	0	0
	60+	0	0	0	0	0	0	0	0	0	0
	Unk.	3	3	0	0	0	7	0	0	0	13
	SUBTOTAL	4	7	2	1	1	9	1	0	1	26
Other	0-11	0	0	0	0	0	0	0	0	0	0
	12-19	0	0	0	0	0	0	0	0	0	0
	20-29	0	0	0	0	0	0	0	0	0	0
	30-39	0	0	0	0	0	0	0	0	0	0
	40-49	0	0	0	0	0	0	0	0	0	0
	50-59	0	0	0	0	0	0	0	0	0	0
	60+	0	0	0	0	0	0	0	0	0	0
	Unk.	1	1	0	0	0	1	0	0	0	3
	SUBTOTAL	1	1	0	0	0	1	0	0	0	3
Unknown	0-11	0	0	0	0	0	0	0	0	0	0
	12-19	0	0	0	0	0	0	0	0	0	0
	20-29	0	0	0	0	0	0	0	0	0	0
	30-39	0	0	0	0	0	0	0	0	0	0
	40-49	0	0	0	0	0	0	0	0	0	0
	50-59	0	0	0	0	0	0	0	0	0	0

	60+	0	0	0	0	0	0	0	0	0	0
	Unk.	0	1	0	0	0	2	0	0	0	3
	SUBTOTAL	0	1	0	0	0	2	0	0	0	3
TOTAL		27	30	13	8	10	23	7	7	7	**132**

Intervention Effectiveness

This report lists the specific interventions within the agency and its subagencies, and shows the risk population and targeted number, the actual number reached and the percent of the target met.

An example of the report is presented below. Rows represent the specific interventions and the columns represent the risk population, the target number to be reached, the actual number of client contacts served and the percent of target. The **% of Target** is calculated by taking the actual number of clients served divided by the target number and multiplying by 100%. For example, **6.7%** is calculated by **10/150 x 100%.**

This report can help to show whether interventions are serving targeted groups and provides some basic program evaluation information.

Agency 990005 – High Risk Initiatives

Intervention	Risk Population	Target #	Actual #	% of Target
Highland HRI-Group (1326)	Female	**150**	**10**	**6.7%**
Highland HRI-ILI (1324)	Female	500	100	20.0%
Highland HRI-PCM (1325)	Female	30	10	33.0%
Highland NIGHT Outreach (1279)	Female	100	194	194.0%

Intervention List

This report provides a list of all defined interventions in the agency and its subagencies and shows intervention number, intervention name, the budget and FTEs.

An example of the report is presented below. Rows represent the specific interventions and the columns represent the budget for and FTEs assigned to each of the intervention. The bold numbers in the table below, indicate that the budget for the intervention **MSM IRRC** is **$47,635** and the FTEs assigned to it is **1.2**.

This report can help to insure that an agency's budget is adequately allocated and FTEs are adequately assigned to each of the specific intervention.

Agency 990006 – MSM Group

No.	Intervention Name	Budget	FTE

1174	**MSM IRRC**	**$47,635**	**1.2**
1175	MSM SSG	$59,857	2
1226	MSM-Retreat	$45,000	1
1176	MSM-SM	$104,182	2.5
1177	MSM-VBGO	$4,228	1

Interventions by Risk Category

This report provides a list of interventions within the agency and its subagencies grouped by the primary risk category, and shows the number and name of the intervention and the primary and secondary targets.

An example of the report is presented below. Rows represent specific interventions and the columns represent the primary and secondary target populations. The bold letters in the table below indicate that for intervention **IRRC,** the primary target is **MSM** and the secondary target is **Transgendered, IDU-MSM, IDU-Transgendered.**

This report can help to insure that interventions are targeting desired groups.

Agency 990007 – Health Institution
Risk: MSM

No.	Intervention Name	Primary Targets	Secondary Targets
961	**IRRC**	**MSM**	**Transgendered, IDU-MSM, IDU-Transgendered**
965	MSW	MSM	Transgendered
967	SSG	MSM	Transgendered
973	VBGO	MSM	Transgendered
975	VBGO SE	MSM	Transgendered
969	VBIO	MSM	Transgendered, IDU-MSM, IDU-Transgendered

Materials Distributed by Risk

This report provides a table showing the type of materials distributed by various client risk groups.

An example of the report is presented below. Rows represent the materials distributed at the encounter and the columns represent the risk groups that received the materials. At the end of each row, there is a total for each type of material. At the end of each column, there is a total for each particular risk group. The grand total **664** for all client contacts that materials were distributed to is located at the bottom right corner of the report.

The number in each cell represents the number of client contacts within a specific risk group for a particular type of material received. For example, the bold number **89** in the

table below indicates that **89** client contacts in the **MSM** risk group received condoms and the bold number **315** indicates that a total of **315** client contacts received condoms.

This table can help to insure that materials are appropriately allocated to the desired risk groups.

Materials Distributed by Risk

Agency 99 – Fictitious Department of Public Health
Intervention 990007 – Street -Outreach
1/1/2002 - 12/31/2002

MATERIALS DISTRIBUTED	RISK							TOTAL
	MSM	MSM/IDU	Non-MSM IDU	Drug Use*	Transgender	Receptive Sex No Condom	STD	
Phone Card	0	3	0	1	0	0	0	4
Voucher	1	0	0	1	0	0	0	2
Cash	0	0	0	0	0	0	0	0
Condoms	**89**	50	104	34	25	10	3	**315**
Lube	26	27	37	20	16	1	0	127
Bleach & Water	0	5	8	2	2	1	0	18
Literature	6	3	7	2	1	1	1	21
Latex Dam	0	0	0	0	0	0	0	0
Hygiene Kit	2	10	61	15	5	3	4	100
Other	5	4	33	6	0	0	0	48
None	9	2	5	7	0	4	2	29
TOTAL	138	104	255	88	49	20	10	**664**

Operator List by ID*
(*This report is available only to users with supervisor or administrator privilege.)
This report lists all operators within an agency and its subagencies, ordered by their logon IDs, full name, agency number and name, privilege level, last logon date, and e-mail address.

An example of the report is presented below. Rows represent operators and the columns represent the operator's name, agency, privilege level, last logon date and e-mail address.

Operator List by ID

ID	Name	Agency	Priv	Last Logon	E-Mail
abdcda	**Apple Green**	**990019 – AIDS Foundation**	**3**	**10/15/2002**	**Abdcda @fictitious.org**

bbdcdb	Apple Banana	990001 - AIDS Foundation	2	09/12/2002	Abdcda @fictitious.org
cbdcdy	Apple Yellow	990001 - AIDS Foundation	3	08/23/2002	Abdcda @fictitious.org
dbdcdr	Apple Red	990001 - AIDS Foundation	2	10/17/2002	Abdcda @fictitious.org
ebdcdp	Apple Orange	990001 - AIDS Foundation	3	09/25/2002	Abdcda @fictitious.org
fbdcdo	Apple Fruits	990001 - AIDS Foundation	3	10/11/2002	Abdcda @fictitious.org

This report allows a supervisor to view a list of all ELI operators for an agency, their logon ids and e-mail addresses. It also provides a way to verify if staff are logging on to ELI for quality assurance purposes.

Operator List by Agency
This report lists all operators in the specified agency and its subagencies, grouped by agency and then ordered by logon ID. It is similar to the Operator List by ID report in that it shows the operator's ID, full name, privilege level, last logon date, and e-mail address.

An example of the report is presented below. Each row represents an operator and his/her associated information.

Agency 990009 – Fictitious Intervention

ID	Name	Priv	Last Logon	E-Mail
Abdcda	Apple Green	2	10/11/2002	Abdcda @fictitious.org
Abdcdb	Apple Banana	3	6/19/2002	Abdcda @fictitious.org
Abdcdy	Apple Yellow	2	11/15/2002	Abdcda @fictitious.org
Abdcdr	Apple Red	3	10/18/2002	Abdcda @fictitious.org

This report can help you find an operator in a specific agency.

Outreach Clients Accessing C&T Services
This report provides a table showing the number of client contacts that resulted in HIV testing at the encounters. While all interventions are listed, this information only applies to outreach contacts over five minutes.

An example of the report is presented below. Rows represent specific interventions and columns represent the total contacts, clients tested by C&T and the percent of contacts tested at the encounter. The last row in the table provides the totals for client contacts, contacts tested by C&T and percent tested. The **percent tested** is calculated by taking the number of contacts who tested by C&T in the intervention divided by the total contacts of the intervention and multiplying by 100%. For example, **98.04% is calculated by 50/56 x 100%.**

This report can help to demonstrate the linkage of outreach to testing.

Agency 990002 – MSM Intervention

Intervention	Total Contacts	Tested by C&T	Percent Tested
MSM-IRRC (875)	0	0	---
MSM-VBGO-Short (878)	9	0	0.00%
MSM-VBIO (876)	5	5	100.00%
MSM-VBIO-Long (877)	**51**	**50**	**98.04%**
TOTAL	65	55	84.62%

Outreach Counselor Statistics

This report provides a table showing the number of client contacts by age group, race/ethnicity, and gender for each counselor providing outreach services.

An example of the report is presented below. Rows represent counselors and the columns represent the age group, race/ethnicity and gender of client contacts. The numbers* in each cell represent the numbers of client contacts within a particular level of each category. For example, the bold numbers **10, 25, and 24** in the table below indicate that counselor "**DEF**" provided outreach to **10** client contacts in the 20-29 age group, **25** Hispanic/Latinos and **24** females.

The information in this report can be useful in determining adequate distribution of outreach workload across staff and the appropriateness of utilizing particular outreach workers for the populations he/she is serving.

Outreach Counselor Statistics

Intervention 990010: STREET - Outreach

Init	Age Group				Race/Ethnicity						Gender			
	<=19	20-29	>=30	?	AA	AI/AN	A/PI	H/L	W	O	M	F	TG	?
ABC	0 / 0	0 / 0	0 / 0	1 / 0	0 / 0	0 / 0	0 / 0	1 / 0	0 / 0	0 / 0	1 / 0	0 / 0	0 / 0	0 / 0
DEF	2 / 0	**10** / 3	29 / 4	12 / 0	8 / 3	0 / 0	0 / 0	**25** / 4	19 / 0	1 / 0	29 / 7	**24** / 0	0 / 0	0 / 0
GHI	0 / 66	1 / 115	3 / 157	9 / 0	4 / 58	0 / 0	0 / 10	3 / 214	6 / 56	0 / 0	5 / 76	8 / 262	0 / 0	0 / 0
JKL	14 / 3	7 / 0	28 / 0	60 / 0	42 / 0	3 / 0	0 / 0	13 / 1	48 / 2	3 / 0	71 / 3	37 / 0	1 / 0	0 / 0

*Upper number represents client contacts collected via Outreach Long/Short forms.
*Lower number represents client data collected via Outreach Check Sheets.

Outreach Referrals to Testing
This is a three-part report. The first part of the report is a table showing the distribution of unduplicated clients by the race/ethnicity, gender and age group.

An example of the report is presented below. Rows represent the race/ethnicity and gender of client contacts and the columns represent the age group. At the end of each row, there is a total for each gender. The age group **subtotals** and the **total number** of client contacts is located within race/ethnicity category. The **grand total 404** for all unduplicated clients is located at the bottom right corner of the report. *At the bottom of each table, ELI calculates the number of unique clients represented in the table using the matching criteria in cases where these elements are supplied.

The number in each cell represents the number of clients within a particular level of each category. For example, the bold number **33** in the table below indicates that **33** clients were African American, female and in the 40-49 age group. The bold number **171** indicates that **171** clients were African American males and the bold number **270** is the total number of African American client contacts.

<div align="center">

Agency 99 – Fictitious Department of Public Health
(All Interventions)
(All Program Types)

835 total contacts

Unduplicated Clients

</div>

RACE	GENDER	0-11	12-19	20-29	30-39	40-49	50-59	60+	Unk.	TOTAL
					AGE GROUP					
African American (not Hispanic)	Male	1	2	46	25	53	41	3	0	**171**
	Female	0	6	27	14	**33**	16	3	0	99
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	1	8	73	39	86	57	6	0	**270**
American Indian /Alaskan	Male	0	0	0	2	0	1	0	0	3
	Female	0	0	1	1	1	1	0	0	4
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	1	3	1	2	0	0	7
Asian /Pacific Islander	Male	0	0	2	3	2	0	0	0	7
	Female	0	4	0	0	3	0	0	0	7
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	4	2	3	5	0	0	0	14
Hispanic	Male	0	1	4	13	11	3	0	0	32

/Latino	Female	0	0	1	8	10	2	0	0	21
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	1	5	21	21	5	0	0	53
White	Male	0	1	10	11	19	7	3	0	51
	Female	0	2	2	6	6	1	0	0	17
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	3	12	17	25	8	3	0	68
Other	Male	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	2	0	0	0	2
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	2	0	0	0	2
Unknown	Male	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0
TOTAL		1	16	93	83	140	72	9	0	**414**

*414 unduplicated clients

The second part of the report is a table showing the number of distinct clients accessing C&T services at the outreach encounter by their race/ethnicity, gender and age group.

An example of the table is presented below. Rows represent the client race/ethnicity and gender and the columns represent the age group. At the end of each row, there is a total for each gender. The age group **subtotals** and the **total number** of clients are located within each race/ethnicity category. The **grand total 387** for all distinct clients is located at the bottom right corner of the report. *At the bottom of each table, ELI calculates the number of unique clients represented in the table using the matching criteria in cases where theses elements are supplied.

The number in each cell represents the number of clients within a particular level of each category. For example, the bold number **157** in the table below indicates that there were **157** African American males. The bold number **251** is the total number of African American clients.

This table can help to monitor outreach workers are referring appropriate clients to HIV testing.

Test Referrals

RACE	GENDER	AGE GROUP								TOTAL
		0-11	12-19	20-29	30-39	40-49	50-59	60+	Unk.	
African American (not Hispanic)	Male	1	2	45	21	47	38	3	0	**157**
	Female	0	5	26	14	31	15	3	0	94
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	1	7	71	35	78	53	6	0	**251**
American Indian /Alaskan	Male	0	0	0	2	0	1	0	0	3
	Female	0	0	1	0	1	0	0	0	2
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	1	2	1	1	0	0	5
Asian /Pacific Islander	Male	0	0	1	3	2	0	0	0	6
	Female	0	1	0	0	3	0	0	0	4
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	1	1	3	5	0	0	0	10
Hispanic /Latino	Male	0	1	4	13	11	3	0	0	32
	Female	0	0	1	7	10	2	0	0	20
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	1	5	20	21	5	0	0	52
White	Male	0	1	10	11	18	7	3	0	50
	Female	0	2	2	6	6	1	0	0	17
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	3	12	17	24	8	3	0	67
Other	Male	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	2	0	0	0	2
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	2	0	0	0	2
Unknown	Male	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0

SUBTOTAL	0	0	0	0	0	0	0	0	0
TOTAL	1	12	90	77	131	67	9	0	**387**

*387 unduplicated clients accessed C&T services directly from outreach.

The third part of the report is a table displaying the elements of the matching criteria for each client contact by intervention number and client ID. The matching criteria elements include date of birth, gender, race and zip code.

An example of the table is presented below. Rows represent client contacts and number and the columns represent client ID, DOB, gender, race/ethnicity and zip code.

Missing Matching Criteria

Intervention	Client ID	DOB	Gender	Race	ZIP
31	123	1/9/2002	M	A	(missing)
1275	13	(missing)	F	W	94612
1275	36	(missing)	M	B	94612
1277	100	(missing)	M	B	94608
1277	101	(missing)	M	B	94608
1277	102	(missing)	F	B	94608
1277	103	(missing)	F	B	94608
1277	104	(missing)	F	B	94608
1277	105	(missing)	F	B	94608
1277	106	(missing)	F	B	94608
1277	107	(missing)	M	H	94544
1277	108	(missing)	M	B	94603

QA Intervention List

This report provides a list of all interventions within the agency and its subagencies and shows the intervention number, name and type, whether the agency uses its own forms, if multiple client contacts are defined for the intervention, whether external client ids are generated by the agency and the program type.

An example of the report is presented below. Each row represents a type of intervention and its corresponding information.

This table can help to insure that interventions are set up correctly and provides essential information for quality assurance of the intervention programs.

Agency 990011- FSM Intervention

No.	Intervention Name	Intervention Type	Own Forms	Multiple Contacts	External Client ID	Program Type
1103	FSM FSM/F – IRRC	ILI	N	Y	Y	N/A
1119	FSM FSF/M – PCM	ILI	N	Y	Y	N/A

16

1120	FSM FSM/F – SSG	Group	N	N	N	N/A
1121	FSM FSM/F – VBGOSE	Group	N	N	N	N/A
1122	FSM FSM/F – VBIO	OR (Short)	N	N	N	Other

Referrals by Risk

This report provides a table showing the distribution of referrals by client risk groups.

An example of the report is presented below. Rows represent the type of referral and the columns represent the risk groups. At the end of each row, there is a total for each type of referral. At the end of each column is a total for each risk group. The grand total **505** represents all client contacts is located at the bottom right corner of the report. **At the bottom of each table, ELI calculates the number of distinct clients represented in the table by using the matching criteria for cases where these elements are supplied.

The number in each cell represents the number of client contacts that fall within a particular level of each category. For example, the bold number **17** indicates that **17** client contacts were in the **Non-MSM IDU** risk group and were referred to **STD Testing & Care**. The bold number **120** indicates that a total of **120** client contacts were in the **MSM** (non-injecting) risk group.

This information can help supervisors determine the appropriateness and range of referrals provided to various high-risk groups. If particular referrals are not being indicated that probably should be (e.g., substance use treatment would be an appropriate referral for drug users), then supervisors may want to spend time with staff discussing referral issues.

Referrals Provided by Risk

Agency 99 – Fictitious Department of Public Health
Intervention 990014 – Street - Outreach
1/1/2002 - 12/31/2002

	RISK							
REFERRAL	**MSM**	**MSM/IDU**	**Non-MSM IDU**	**Drug Use***	**Transgender**	**Receptive Sex No Condom**	**STD**	**TOTAL**
HIV Prevention	12	10	30	13	7	0	0	72
Needle Exchange	1	3	9	4	2	1	1	21
STD Testing & Care	23	6	**17**	9	8	3	0	66
HIV Care	2	0	1	1	0	1	0	5
Non-HIV Medical	24	6	40	19	4	6	2	101
Substance Use Tx	1	2	5	4	1	1	1	15
Mental Health	1	4	5	4	2	4	2	22

Shelter/Housing	1	0	3	1	1	0	0	6
Food	0	0	1	1	0	0	0	2
Other	1	0	1	1	0	0	0	3
None	54	39	81	13	10	3	2	202
TOTAL	**120**	70	193	70	35	19	8	**515**

*Used crack, amphetamine, cocaine, nitrate/nitrites, ecstasy, or heroin in past 12 months.
**Processed 908 Contact records with 908 distinct Clients.

Sexual Orientation by Race by Age Group

This report shows the distribution of sexual orientation by race/ethnicity and age group for client contacts.

An example of the report is presented below. Rows represent the race/ethnicity and age groups and the columns represent sexual orientation. At the end of each row, there is a total for each age group. You can find the **subtotal** for each sexual orientation within each race category and the total number of client contacts for that race category. The **grand total 908** for all client contacts is located at the bottom right corner of the report. *At the bottom of each table, ELI calculates the number of different clients represented in the table using the matching criteria, in cases where these elements are supplied.

The number in each cell represents the number of client contacts fall within a particular level of each category. For example, the bold number **41** in the table below indicates that **41** client contacts were African American, heterosexual and in the 40-49 age group. The bold number **364** indicates that a total of **364** client contacts were in the African American category.

This table can help to insure that interventions are successful in targeting desired groups.

Sexual Orientation by Race by Age Group

Agency 99 – Fictitious Department of Public Health
Intervention 990012 – Street - Outreach
1/1/2002 - 12/31/2002

		SEXUAL ORIENTATION					
RACE	AGE GROUP	Lesbian	Gay Man	Bisexual	Hetero.	Don't Know	TOTAL
African American (not Hispanic)	0-11	0	0	0	2	0	2
	12-19	0	0	0	2	0	2
	20-29	0	2	2	18	1	23
	30-39	0	6	5	17	1	29
	40-49	0	2	4	**41**	0	47
	50-59	0	1	1	15	0	17
	60+	0	0	0	0	0	0

	Unk.	1	29	17	154	43	244
	SUBTOTAL	1	40	29	249	45	**364**
American Indian /Alaskan	0-11	0	0	0	0	0	0
	12-19	0	0	0	0	0	0
	20-29	0	0	0	1	0	1
	30-39	0	1	0	0	0	1
	40-49	0	0	1	1	0	2
	50-59	0	0	0	1	0	1
	60+	0	0	0	0	0	0
	Unk.	0	2	1	4	0	7
	SUBTOTAL	0	3	2	7	0	12
Asian /Pacific Islander	0-11	0	0	0	0	0	0
	12-19	0	0	0	0	0	0
	20-29	0	0	1	0	0	1
	30-39	0	0	0	0	0	0
	40-49	0	0	0	1	0	1
	50-59	0	1	0	0	1	2
	60+	0	0	0	1	1	2
	Unk.	0	10	0	14	7	31
	SUBTOTAL	0	11	1	16	9	37
Hispanic /Latino	0-11	0	0	0	0	0	0
	12-19	0	1	1	0	0	2
	20-29	0	5	1	6	1	13
	30-39	0	6	5	9	1	21
	40-49	0	1	2	6	0	9
	50-59	0	0	0	3	0	3
	60+	0	0	2	2	0	4
	Unk.	1	22	8	86	16	133
	SUBTOTAL	1	35	19	112	18	185
White	0-11	0	0	0	0	0	0
	12-19	0	0	0	5	0	5
	20-29	1	7	3	5	1	17
	30-39	2	19	4	16	1	42
	40-49	0	6	3	24	1	34
	50-59	0	1	0	6	3	10
	60+	0	1	1	1	0	3
	Unk.	0	51	16	64	32	163
	SUBTOTAL	3	85	27	121	38	274

Other	0-11	0	0	0	0	0	0
	12-19	0	0	0	1	0	1
	20-29	0	1	0	0	0	1
	30-39	0	0	0	2	1	3
	40-49	0	0	0	1	0	1
	50-59	0	0	0	1	0	1
	60+	0	0	0	0	0	0
	Unk.	0	0	1	0	0	1
	SUBTOTAL	0	1	1	5	1	8
Unknown	0-11	0	0	0	0	0	0
	12-19	0	0	0	0	0	0
	20-29	0	0	0	0	0	0
	30-39	0	0	0	0	1	1
	40-49	0	0	0	1	0	1
	50-59	0	0	0	0	1	1
	60+	0	0	0	0	0	0
	Unk.	0	2	1	17	5	25
	SUBTOTAL	0	2	1	18	7	28
TOTAL		5	177	80	528	118	**908**

*Processed 908 Contact records with 908 distinct Clients.

STD Diagnosis by Race by Gender
This report shows the distribution of STD/Hepatitis diagnosis status by race/ethnicity and gender for client contacts.

An example of the report is presented below. Rows represent the race/ethnicity and gender and the columns represent STD/Hepatitis Diagnosis in the past 12 months. At the end of each row is a total for each gender category. The **subtotal** for each status of STD/Hepatitis diagnosis is within each race/ethnicity category, as is the total number of client contacts for that race category. The **grand total 908** for all clients is located at the bottom right corner of the report. *At the bottom of each table, ELI calculates the number of distinct clients represented in the table using the matching criteria in cases where these elements are supplied.

The number in each cell represents the number of client contacts within a particular level of each category. For example, the bold number **3** in the table below indicates that **3** client contacts were African American, male and reported having had an STD/Hepatitis diagnosis. The bold number **90** indicates that **90** client contacts were African American female.

This table can help to insure that interventions are successful in targeting desired groups and can provide a general sense of the degree to which clients are affected by other diseases.

STD/Hepatitis Diagnosis by Race by Gender

Agency 99 – Fictitious Department of Public Health
Intervention 990013 – Street - Outreach
1/1/2002 - 12/31/2002

RACE	GENDER	STD/HEP DIAGNOSIS (in past 12 months)			TOTAL
		Yes	No	N/R	
African American (not Hispanic)	Male	**3**	8	255	266
	Female	0	2	88	**90**
	Transgender	0	0	6	6
	Unknown	0	0	2	2
	SUBTOTAL	3	10	351	364
American Indian /Alaskan	Male	0	0	9	9
	Female	0	1	2	3
	Transgender	0	0	0	0
	Unknown	0	0	0	0
	SUBTOTAL	0	1	11	12
Asian /Pacific Islander	Male	0	0	25	25
	Female	0	0	8	8
	Transgender	0	0	3	3
	Unknown	0	0	1	1
	SUBTOTAL	0	0	37	37
Hispanic /Latino	Male	1	8	130	139
	Female	1	1	27	29
	Transgender	1	6	9	16
	Unknown	0	0	1	1
	SUBTOTAL	3	15	167	185
White	Male	2	3	205	210
	Female	0	1	60	61
	Transgender	0	0	2	2
	Unknown	0	0	1	1
	SUBTOTAL	2	4	268	274
Other	Male	0	1	6	7
	Female	0	0	0	0

	Transgender	0	0	0	0
	Unknown	0	0	1	1
	SUBTOTAL	0	1	7	8
Unknown	Male	0	0	13	13
	Female	0	0	8	8
	Transgender	0	0	1	1
	Unknown	0	0	6	6
	SUBTOTAL	0	0	28	28
TOTAL		8	31	869	**908**

*Processed 908 Contact records with 908 distinct Clients.

STD Type by Race by Gender

This report is similar to the STD Diagnosis by Race & Gender report, but provides information on the specific types of STDs or Hepatitis by race/ethnicity and gender for client contacts.

An example of the report is presented below. Rows represent the race/ethnicity and gender, and the columns represent the types of STDs/Hepatitis diagnosed in the past 12 months. At the end of each row is a total for each gender. The **subtotal** for the number of client contacts reporting a specific STDs/Hepatitis is within each race/ethnicity category, as is the total number of client contacts for that race category. **The grand total 8** for all client contacts is located at the bottom right corner of the report.

The number in each cell represents the number of client contacts within a particular level of each category. For example, the bold number **2** in the table below indicates that **2** client contacts were African American male and reported having Gonorrhea in the past 12 months. The bold number **3** indicates that **3** client contacts were in the African American category.

This table can help to better understand clients' recent STD/Hepatitis history.

STD Type by Race by Gender

Agency 99 – Fictitious Department of Public Health
Intervention 990013 – Street - Outreach
1/1/2002 - 12/31/2002

		STD/HEPATITIS (in past 12 months)									
RACE	GENDER	Syphillis	Gonorrhea	Chlamydia	Trich	Genital/ Anal Warts	Genital Herpes	Hep B	Hep C	Other	TOTAL
African American (not Hispanic)	Male	0	**2**	1	0	0	0	0	0	0	3
	Female	0	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0	0

	Unknown	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	2	1	0	0	0	0	0	0	**3**
American Indian /Alaskan	Male	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0
Asian /Pacific Islander	Male	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0
Hispanic /Latino	Male	0	0	0	0	0	0	0	1	0	1
	Female	0	0	0	1	0	0	0	0	0	1
	Transgender	0	1	0	0	0	0	0	0	0	1
	Unknown	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	1	0	1	0	0	0	1	0	3
White	Male	0	1	0	0	0	0	0	1	0	2
	Female	0	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	1	0	0	0	0	0	1	0	2
Other	Male	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0
Unknown	Male	0	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0	0
	Transgender	0	0	0	0	0	0	0	0	0	0
	Unknown	0	0	0	0	0	0	0	0	0	0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0
TOTAL		0	4	1	1	0	0	0	2	0	**8**

Special Fields **(The report is not available yet)**

This report provides distributions for the special fields associated with client contacts. Only fields containing non-blank values are counted. The fields-list is a multi-selection list box, enabling the operator to report on multiple fields in a single operation.